



MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

Specialty Crop Block Grant Program-Farm Bill

PROGRAM OVERVIEW:

This is the Michigan Department of Agriculture and Rural Development (MDARD) program outline for the Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB) through United States Department of Agriculture/Ag Marketing Service (USDA/AMS); the funding will be from the federal allocations of FY2009 through FY2012. The goal of this federal program is to enhance the competitiveness of specialty crops.

Specialty crops are defined as “fruits and vegetables, tree nuts, dried fruits, and horticulture and nursery crops, including floriculture.” Attached is a listing of plants commonly considered as fruits and tree nuts; vegetables; culinary herbs and spices; medicinal herbs; and nursery, floriculture, and horticulture crops.

PURPOSE OF GRANTS:

Examples of “enhancing the competitiveness” of specialty crops includes, but is not limited to: research, promotion, marketing, nutrition, trade enhancement, food safety, food security, plant health programs, education, increased knowledge and consumption, increased innovation, improved efficiency and reduced costs of distribution systems, environmental concerns and conservation, product development, good agricultural practices, good handling practices, and good manufacturing practices.

GRANT ELIGIBILITY REQUIREMENTS:

- SCBGP-FB funds shall be used for projects that enhance the competitiveness of specialty crops that benefit the specialty crop industry as a whole.
- Grant funds **will not** be awarded for projects that directly benefit a particular commercial product or provide a profit to a single organization, institution, or individual as these projects do not enhance specialty crop industry competitiveness.
- MDARD will solicit proposals for projects that enhance the competitiveness of specialty crops, the Joint Evaluation Committee will review and select the qualifying proposals, and then submit those projects in the State plan (MDARD) to USDA/AMS in accordance with State plan requirements.
- Applications for grant funds should demonstrate how the project potentially impacts and produces measurable outcomes for the specialty crop industry rather than a single organization, institution, or individual.
Multi-state organizations proposals are permitted.

Examples of Unacceptable Projects

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.

Examples of Acceptable Projects

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- A State requests grant funds to help improve and expand domestic farmers markets, which benefits a wide array of specialty crop producers.

APPLICANT ELIGIBILITY REQUIREMENTS:

- Eligible applicants must be non-profit organizations, local, state, and federal government entities, for-profit organizations, and universities.
- Organizations must be legal entities recognized by the IRS.
- Applicants must reside, and/or conduct their business or organization in Michigan and must be in good standing.

GRANT PROPOSAL CRITERIA:

- Grant proposal(s) - Please complete the attached form.
- Grant period will be October 1, 2012, through December 31, 2013.

SUBMISSION CRITERIA:

- Proposals must be received (NOT postmarked) by **Friday, March 9, 2012, at 5:00 p.m.** and will not be accepted if received after the deadline.
- Provide one electronic copy (flash drive) and one hard copy of your proposal and attachments.

Please send your proposal to:

Amy Bearss

Michigan Department of Agriculture & Rural Development

525 W Allegan, P.O. Box 30017

Lansing, MI 48933

bearssa@michigan.gov

- Faxed documents **will not** be accepted.
- Applications must be limited to ten (10) pages - 8½" x 11", with not less than 12-point font and 1-inch margins. Letters of Support do not count toward the page count.
- Recommendation of proposals to be awarded will be determined within 60 days after application deadline.
- Once MDARD completes the review process, the State plan will then be submitted to USDA/AMS for review and approval.

REFERENCE LIST

Please refer to the website for further information and forms: USDA/AMS Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB) – Website: www.ams.usda.gov/scbfp. [Agricultural Marketing Service - Specialty Crop Block Grant Program](#)

You may print forms directly from the website. More forms may be found when you click on the “Grant Forms” under the “Resources” section on this web page.

NOTE: The Director of Michigan Department of Agriculture & Rural Development will have final authority to approve or not approve grant awards, based upon selection criteria, program priorities and application instructions. MDARD Contact – Nancy Nyquist, 517-241-4381, nyquistn@michigan.gov.

ATTACHMENTS

Eligible Commodities:

This list is not intended to be all inclusive, but rather intended to give examples of the most common specialty crops. It will be updated by USDA.

List of Plants Commonly Considered Fruits and Tree Nuts

Almond	Grape (including raisin)
Apple	Guava
Apricot	Kiwi
Avocado	Litchi
Banana	Macadamia
Blackberry	Mango
Blueberry	Nectarine
Breadfruit	Olive
Cacao	Papaya
Cashew	Passion fruit
Citrus	Peach
Cherimoya	Pear
Cherry	Pecan
Chestnut (for nuts)	Persimmon
Coconut	Pineapple
Coffee	Pistachio
Cranberry	Plum (including prune)
Currant	Pomegranate
Date	Quince
Feijou	Raspberry
Fig	Strawberry
Filbert (hazelnut)	Suriname cherry
Gooseberry	Walnut

List of Plants Commonly Considered Vegetables

Artichoke	Mustard and other greens
Asparagus	Okra
Bean	Pea
Snap or green	Garden, English or edible
Lima	pod
Dry, edible	
Beet, table	Onion
Broccoli (including broccoli	Opuntia
raab)	
Brussels sprouts	Parsley
Cabbage (including	Parsnip
Chinese)	
Carrot	Pepper
Cauliflower	Potato
Celeriac	Pumpkin
Celery	Radish (all types)
Chive	Rhubarb
Collards (including kale)	Rutabaga
Cucumber	Salsify
Eggplant	Spinach
Endive	Squash (summer and
	winter)
Garlic	Sweet corn
Horseradish	Sweet potato
Kohlrabi	Swiss chard
Leek	Taro
Lettuce	Tomato (including tomatillo)
Melon (all types)	Turnip
Mushroom (cultivated)	Watermelon

List of Plants Commonly Considered Culinary Herbs and Spices

Ajwain	Clary	Malabathrum
Allspice	Cloves	Marjoram
Angelica	Comfrey	Mint (all types)
Anise	Common rue	Nutmeg
Annatto	Coriander	Oregano
Artemisia (all types)	Cress	Orris root
Asafetida	Cumin	Paprika
Basil (all types)	Curry	Parsley
Bay (cultivated)	Dill	Pepper
Bladder wrack	Fennel	Rocket (arugula)
Bolivian coriander	Fenugreek	Rosemary
Borage	Filé (gumbo, cultivated)	Rue
Calendula	Finger root	Saffron
Chamomile	French sorrel	Sage (all types)
Candle nut	Galangal	Savory (all types)
Caper	Ginger	Tarragon
Caraway	Hops	Thyme
Cardamom	Horehound	Turmeric
Cassia	Hyssop	Vanilla
Catnip	Lavender	Wasabi
Chervil	Lemon balm	Water cress
Chicory	Lemon thyme	
Cicely	Lovage	
Cilantro	Mace	
Cinnamon	Mahlab	

List of Plants Commonly Considered Medicinal Herbs

Artemissia	Liquorice
Arum	Marshmallow
Astragalus	Mullein
Boldo	Passion flower
Cananga	Patchouli
Comfrey	Pennyroyal
Coneflower	Pokeweed
Fenugreek	St. John's wort
Feverfew	Senna
Foxglove	Skullcap
Ginko biloba	Sonchus
Ginseng	Sorrel
Goat's rue	Stevia
Goldenseal	Tansy
Gypsywort	Urtica
Horehound	Witch hazel
Horsetail	Wood betony
Lavender	Wormwood
Yerba buena	Yarrow

List of Commonly Considered Nursery, Floriculture, and Horticulture Crops

Note: Under the Specialty Crop Block Grant Program (SCBGP), turfgrass sod is not eligible. Under the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB), horticulture was added to the definition making turfgrass sod eligible.

Christmas Trees
Cut Flowers
Honey
Hops
Maple Syrup
Tea Leaves

Specialty Crop Block Grant Program-Farm Bill (FY11) Application Proposal

Requested funding \$. 00

To: Michigan Department of Agriculture & Rural Development

Nancy Nyquist

Grant Administrator

PO Box 30017

Lansing, MI 48909

(p)517-241-4381

(f) 517-335-0628

E-mail nyquistn@michigan.gov

From: Organization Name (here)

Contact Person

Address

Phone Number

FAX Number

Employer Identification Number (EIN)

E-mail address

Cover Page: Include the employer identification number. If you are not already registered with the State of Michigan as a vendor, please go to this website for directions on how to register for a Vendor Identification Number.

http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.

Project Title: The title shall adequately describe the project.

Project Partner: Include the partner organization's name that plans to oversee the project.

Abstract: Include a project abstract of 200 words or less. The project abstract must contain a summary of the proposed project suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.

Project Purpose: The following questions shall be addressed in this section:

- What is the specific issue, problem or need to be addressed by the project?
- Why is the project important and timely?
- What are the objectives of the project?
- Does the project have the potential to enhance the competitiveness of non-specialty crops (ex: farmers market, general buy local, etc.)?

IF YES, how will the applicant ensure that all grant funding is being used to solely enhance the competitiveness of eligible specialty crops? (Ex: using the registration process for a conference to ensure that only specialty crop farmers attend; matching 50% of the funds to cover a portion of the project that does not benefit specialty crops.)

- Does the project build on a previously SCBGP or SCBGP-FB funded project?

IF YES, how does this project compliment work done previously? Provide a summary (three to five sentences per project) of the results of the completed work on this project, the long-term quantifiable effects of these results (especially as they impact on the specialty crop industry), and how this year's funding will supplement or build on previous funding from the SCBGP or SCBGP-FB.

- Has the project been submitted to or funded by another Federal or State grant program?

IF NO, indicate that it has not.

IF YES, how does the project supplement efforts of the SCBGP-FB and the other Federal or State grant program and not duplicate funding efforts? The SCBGP-FB will not fund duplicative projects.

Potential Impact: Discuss the number of people or operations affected, the intended beneficiaries of the project, industry impact, and the potential economic impact.

Expected Measurable Outcome(s): Describe at least one distinct, quantifiable, and measurable outcome(s) that support the project's purpose. It is important that each outcome provides evidence about the accomplishment of a particular program objective. These outcomes are program-focused, measurable, specific, and clear.

Goal: The objective you are seeking (i.e. increasing sales, increasing number of growers).

Target: The specific number, percentage, dollar amount, etc. that you are hoping to achieve. (Examples: 10% increase in sales within one year; 250 growers participating by the projects end).

Benchmark: The baseline number, dollar amount, etc. that you are measuring from (if known). (Examples: 2010 sales in this market were \$1.5 million; there is no benchmark established—this is new training).

Performance Measure: How you will measure whether the goal and target are achieved. If using a survey or a questionnaire to measure performance, provide information about the nature of the questions and the population to be surveyed. If a draft is available, include a copy. (Examples: sales figures will be collected from retailers; follow up surveys will be sent to participating growers to measure certifications achieved)

Monitoring: Include how performance toward meeting the outcomes will be monitored. If expected measurable outcomes will be monitored after the grant period ends, describe how monitoring will continue without grant funding.

Work Plan: List all activities that will be performed to accomplish the objectives of the project. Be specific about what will be done. Clearly state who will conduct the work and why this person or organization was selected. Include appropriate timelines for the project and expected date of completion.

Budget Narrative: Include total estimated cost for the project with a breakdown of grant dollars. In the budget narrative, provide information for the budget categories listed below:

- This is a cost reimbursement program.
- **In-kind Funds** - will not be accepted as match dollars.
- **Administration Expenses** - The department will not accept any proposal with a budget line of administration expenses. (pre-award costs, proposal costs; depreciation or use allowances on buildings and equipment; costs of operating and maintaining facilities; general administration and general expenses; and personnel, legal, information technology, and accounting administration.)
- **Awarded Grant(s)** will range from \$10,000 to \$75,000.

Budget Snapshot: Provide a brief overview of what your budget will be in the following categories:

Personnel: for each employee or project participant, indicate their position or title, the percent of full time equivalents (FTE), and the corresponding salary for the FTE. Those not directly employed by the applying entity would be listed as subcontractors or consultants in the "Contractual" category.

Fringe Benefits: List all mentioned in Personnel that are eligible for benefits, include the type of benefit, salary calculated in the Personnel section and rate of calculation of each benefit.

Travel: For each trip, please provide the destination, purpose, number of trips, number of travelers and number of days travelling, estimated airfare costs, estimated ground transportation costs, estimated lodging and meals costs; and estimated mileage rate and costs for the travel.

Supplies: Provide an itemized list of any materials needed to accomplish this project. Be sure to include quantity of item and the total dollar amount for each item.

Contractual: Provide a short description of the services each contract covers and indicate if the cost is a flat rate fee or hourly rate. Hourly rates for contractors should not exceed the salary of a Federal employee (GS-14 step 10) in your area. For current rates, please go to <http://www.opm.gov/oca/11tables/indexGS.asp>. If rates exceed the amount listed, provide a brief justification.

Other: Provide detailed descriptions of other costs such as conferences or meetings, communications, speaker/trainer fees, publication costs, and data collection, and other budgeted costs associated with the project.

Project Oversight: Who (name, title) will be responsible for the project? How will oversight be performed and in what time frame?

Project Commitment: Who is in support of this project? How will all grant partners work toward the goals and outcomes of the project?

If you have any questions on the USDA allowable costs, go to: www.ams.usda.gov/scbgp

s/proposal application form

2012 Specialty Crop Block Grant Proposal Evaluation Sheet

Title of Project:

MDARD Project Number:

Total Funds Requested:

PROPOSAL GRADING CRITERIA

Please rate the following areas using the following 5 point scale: Low: 1-2 Average: 3-4 High: 5

1. Project Purpose	Maximum Points	Points Received
How well does the applicant define the need for and the purpose of the project?	5	
Rate the achievability of the project.	5	
Rate the level of the project's timeliness and importance.	5	
2. Potential Impact		
How effective will the project be at enhancing the competitiveness of the specialty crops industry?	5	
Rate the positive impact this project will have for Michigan specialty crops.	5	
Does the applicant clearly demonstrate how the project will have an impact on more than one grower?	5	
Rate the ability of the project to have an impact within the next five years.	5	
3. Expected Measurable Outcomes		
How well does the measurable outcome support the project's purpose?	5	
Rate the level of attainability of the measurable outcomes.	5	
Rate the level of outcomes as a direct benefit to the beneficiaries.	5	
4. Work Plan		
How well do the activities relate to the objectives and goals?	5	
How well do the activities match the needs or problems that are being addressed?	5	
Rate the appropriateness of the key activities.	5	
Rate the timeline associated with each activity.	5	
5. Budget	5	
Rate the reasonableness of the requested budget and individual line items.	5	
Rate the reasonableness of the budget and include industry support of the project.	5	
Rate the expected benefits commensurate with the total investment.	5	
6. Sustainability		
Rate the level of lasting benefits after the end of the project.	5	
7. Additional Information		
Rate the level of support this project demonstrates; are stakeholders actively involved or have they pledged their support of the project's goals?	5	
Rate the degree of proposed project innovation including use of novel methods and approaches.	5	
TOTAL	100	

Application reviewed by:
